



Great Falls Job Service Workforce Center  
1018 7<sup>th</sup> St South  
**Workshop Schedule – August 2013**  
**Call 791-5800 to pre-register**

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**RESUMES and COVER LETTERS that work:**

- Formats, styles, and visual appeal
- Grammar, verbiage, and content to include *and exclude*
- Overview of Workforce Center resources available

**Tuesday:            AUGUST                            13, 27                            10:00–11:30 AM**

**Basic COMPUTER Literacy:**

- Designed for beginners
- Topics: Computer Functions; The parts of a Computer System; The Mouse and Desktop; Intro to Windows and Menus; Intro to Applications & Basic word processing

**Wednesday:      AUGUST                            14, 28                            10:00–11:30 AM**

**INTERVIEWING Insights:**

- Discussion of various types of interviews
- Preparation suggestions
- Appropriate dress and appearance

**Wednesday:      AUGUST                            14, 28                            1:30 – 3:00 PM**

**Jobs ONLINE:**

- Registering with Job Service
- Update your profile information
- On-line job searching, specifically [jobs.mt.gov](http://jobs.mt.gov)

**Thursday:            AUGUST                            1, 15, 29                            10:00-11:30 AM**

**WORKIN' it OUT:**

- Two and a half day workshop
- Discussion of successful workplace problem-solving skills, conflict resolution, good communications, and decision-making
- Certificate upon completion.

**Scheduled:        AUGUST                            6, 7, 8                            9–12 noon and 1–4:45**

**AUGUST                            20, 21, 22                        9–12 noon and 1–4:45**

*(AUGUST 8 AND 22 morning session only, no afternoon session)*

**DOLLARS & \$ENSE:**

- One day workshop
- Money management tips
- Credit reports and what they mean
- **Must pre-register with RDI. Call 761-8721**

**Tuesday:            AUGUST                            13, 27                            9–12 noon and 1–4:45**